

# VACANT BUILDING REGISTRATION PERMIT APPLICATION

\*Vacant building property owners must provide their actual residential address, not just a post office box number. If the owner's official residence is not in Maine, nor does the owner reside in Maine, there MUST be a designated person listed as the Local Property Manager and Emergency Contact.

## **I. Identification**

**Building Address:** \_\_\_\_\_

**Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Owner(s) Name(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work/cell):** \_\_\_\_\_ **(email):** \_\_\_\_\_

**Military Service (check one):** \_\_\_\_\_ **Active** \_\_\_\_\_ **Inactive** \_\_\_\_\_ **N/A**

**Authorized Agent for Service Process:** \_\_\_\_\_

**Physical Address/City/State/Zip:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work/cell):** \_\_\_\_\_ **(email):** \_\_\_\_\_

**Property Manager:** \_\_\_\_\_

**Address/City/State/Zip:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work/cell):** \_\_\_\_\_ **(email):** \_\_\_\_\_

**Emergency (LOCAL) Contact Person:** \_\_\_\_\_

**Address/City/State/Zip:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work/cell):** \_\_\_\_\_ **(email):** \_\_\_\_\_

**Bank/Lender/Lien Holder:** \_\_\_\_\_

**Address/City/State/Zip:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work/cell):** \_\_\_\_\_ **(email):** \_\_\_\_\_

## **II. Main Use of Building** *(i.e., Single-family home, office, residential, parking, restaurant, etc.)*

**Most recent use:** \_\_\_\_\_ **No. of dwelling units:** \_\_\_\_\_ **Proposed use:**

\_\_\_\_\_ **No. of dwelling units:** \_\_\_\_\_

## **III. Statement of Intent**

**Date of vacancy:** \_\_\_\_\_

**Approximate end date of vacancy:** \_\_\_\_\_

**Plan & timeline for lawful occupancy, rehabilitation, removal or demolition** *(attach additional sheets if needed)* :

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**Authorized Persons - Please** list all persons authorized to be present on the premises below and on the attached Trespass Notice. In addition, please sign the attached Trespass Notice, authorizing the arrest for trespass of individuals not on the list (attach additional sheets if necessary):

**\*Note: Completion and submission of the attached notice of trespass form is required.**

**IV. Fee**

Please attach \$100.00 fee. Incomplete requests will not be considered.

**V. Demolition**

The city requires you to have secured all the required state and local permits to demolish the building or structure. Demolition must occur within 90 days of securing the permits; this waiver is void and the full permit fee is owed if the demolition does not occur within this time.

Please provide a copy of each demolition permit or provide the following information: the permitting authority (i.e. building), permit number, date issued, expiration date, and all conditions for each demolition permit you have secured.

**VI. Applicant Signature**

Please sign the certification below:

I/We, \_\_\_\_\_, do hereby swear and certify that the information provided in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

**Request for Trespass Notice  
And List of Authorized Property Users  
For Vacant Building Property**

PROPERTY: \_\_\_\_\_

OWNER(S): \_\_\_\_\_

AUTHORIZED USERS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I request the Searsport Police Department to serve a Notice against Trespass and make arrest as necessary for any person not on the above list for the subject property.

Issued by (Owner or Agent Duly Authorized):

\_\_\_\_\_  
Owner/Agent Printed Name

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Owner/Agent:** Please submit this form to the Town of Searsport Code Enforcement Office. This form will be delivered to the Searsport Police Department upon receipt. A copy will be kept on file in the Code Enforcement Office.